

DELAWARE DEPARTMENT OF JUSTICE
CASUAL/SEASONAL JOB OPENING

This is a Casual/Seasonal position (in order to be in compliance with the Delaware code and provisions of The Affordable Care Act; work hours are to be less than 30 hours per week, or less than 130 hours per month, on average over the course of a fiscal year; July 1 to June 30). This is a position without healthcare benefits. Salary will be commensurate with experience.

Opening Date: August 18, 2020

Closing Date: August 25, 2020

Administrative Assistant - Casual Seasonal
Executive Offices, Special Investigations Unit
New Castle County

Job Responsibilities and Duties: This Administrative Assistant is assigned to provide administrative support to the Director of the Special Investigations Unit in the Executive Offices in New Castle County. Duties include, but are not limited to, receiving and processing mail from the courts, logging correspondence, entering data into the file management system, responding to phone calls regarding pending cases and completing other administrative tasks as required. This Administrative Assistant sets up files, populates the files with legal documents, and manages busy calendars. There may be typing of correspondence and other documents required. Extra duties can be assigned as needed by the Director and Special Investigators of the unit.

Minimum Qualifications: Must be detail-oriented, well-organized and proficient in Microsoft Word, Excel and be able to learn and become proficient with case management system. Must be able to multi-task with a high volume of work demands. Must have the ability to interact professionally with members of the Department and the public. Must maintain a productive working relationship with Court staff. Must possess excellent spelling, grammar and proofreading skills. Must be able to answer telephones and take accurate messages.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.